

**DEVASWOM BOARD COLLEGE THALAYOLAPARAMBU  
INTERNAL QUALITY ASSURANCE CELL**



**Minutes of IQAC meetings 2019-2020**

***IQAC meeting held on 12/06/2019 at 3PM***

**Agenda :**

1. Minutes of previous meeting
2. Induction programme of I UG students
3. Reconstitution of administrative committees
4. Bridge courses and remedial courses

**Members Present**

- |                         |     |
|-------------------------|-----|
| 1. Dr. Deepa C S        | Sd/ |
| 2. Dr. Lajna P Vijayan  | Sd/ |
| 3. Dr. Nisha A          | Sd/ |
| 4. Mr. Asish Martin Tom | Sd/ |
| 5. Mr. Ramkumar V R     | Sd/ |
| 6. Smt. Saritha K M     | Sd/ |
| 7. Sri Anilkumar G      | Sd/ |
| 8. Dr. R Anitha         | Sd/ |

Discussed the matters in agenda and following decisions were taken

**Decisions:**

1. It was decided to extend bridge course for all UG departments
2. Decided to commence remedial course for common course in July
3. To commence academic review meeting of various departments every month for ensuring quality
4. Induction programme for I UG students was fixed on the day of commencement of classes

***IQAC meeting held on 16/07/2019 at 3.30 PM***

**Agenda :**

1. Approval of minutes of previous meeting
2. Discussion on AQAR
3. Different programmes and events to be conducted by IQAC during the academic year

2019-20

4. Any other matters

Members Present

- |                         |     |
|-------------------------|-----|
| 1. Dr. Deepa C S        | Sd/ |
| 2. Dr. Lajna P Vijayan  | Sd/ |
| 3. Dr. Nisha A          | Sd/ |
| 4. Mr. Asish Martin Tom | Sd/ |
| 5. Dr. Vijay Kumar M    | Sd/ |
| 6. Smt. Saritha K M     | Sd/ |
| 7. Sri. Anilkumar G     | Sd/ |
| 8. Dr. R Anitha         | Sd/ |

Discussed AQAR and other matters in detail and following decisions were taken

Decisions:

1. Decided to launch online SSS for UG students from II Year
2. It was decided to collect teacher evaluation in online mode
3. Decision were taken to conduct training programmes on MOOC for the teaching fraternity
4. Decided to conduct seminars on IPR , gender sensitization and workshop on spark

***IQAC meeting held on 17 /09/2019 at 12.30 PM***

Agenda :

1. Approval of minutes of previous meeting
2. Conduct of Job fair
3. Data collection and evaluation of 2018-19 AQAR
4. Progress of action plan 2019-20
5. Any other matters

Members Present

- |                         |     |
|-------------------------|-----|
| 1. Dr. Deepa C S        | Sd/ |
| 2. Dr. Lajna P Vijayan  | Sd/ |
| 3. Dr. Nisha A          | Sd/ |
| 4. Mr. Asish Martin Tom | Sd/ |
| 5. Dr. Vijay Kumar M    | Sd/ |
| 6. Smt. Saritha K M     | Sd/ |
| 7. Sri. Anilkumar G     | Sd/ |
| 8. Dr. R Anitha         | Sd/ |



According to the discussion and the evaluation the following decisions were taken

Decisions:

1. Decided to organise Job Fair in association with Career Guidance Cell and Kottayam employment exchange
2. Decided to collect DQAR data from various departments and clubs.
3. Decided to collect self appraisal forms from teaching faculties
4. Decision was taken to collect Feed back from various stake holders

***IQAC meeting held on 27 /11/2019 at 3.45 PM***

Agenda :

1. Approval of minutes of previous meeting
2. Follow up of DQAR data collection
3. Any other matters

Members Present

- |                         |     |
|-------------------------|-----|
| 1. Dr. Deepa C S        | Sd/ |
| 2. Dr. Lajna P Vijayan  | Sd/ |
| 3. Dr. Nisha A          | Sd/ |
| 4. Mr. Asish Martin Tom | Sd/ |
| 5. Sri Anilkumar G      | Sd/ |
| 6. Dr. Vijay Kumar M    | Sd/ |
| 7. Smt. Saritha K M     | Sd/ |
| 8. Dr. R Anitha         | Sd/ |

Discussed on DQAR data and reports of various clubs and following decisions were taken

1. Decided to consolidate data of 2018-19 AQAR and upload it by last week of January 2020

***IQAC meeting held on 24/01/2020 at 3.45 PM***

Agenda :

1. Approval of minutes of previous meeting
2. Conduct of Job fair
3. Submission of AQAR 2018-19
4. Alumni matters
5. Conduct of health check up for students
6. Any other matters



## Members Present

1. Dr. Deepa C S Sd/
2. Dr. Lajna P Vijayan Sd/
3. Dr. Nisha A Sd/
4. Mr. Asish Martin Tom Sd/
5. Sri Anilkumar G Sd/
6. Dr. Vijay Kumar M Sd/
7. Smt. Saritha K M Sd/
8. Dr. R Anitha Sd/

According to discussion and evaluation following decisions were taken

### Decisions:

1. Date for job fair registration was fixed on 28/02/2020
2. Decided to conduct Job fair on April 4<sup>th</sup> 2020
3. It was decided to seek alumni support to purchase wheel chairs
4. Decision was taken to conduct a health camp for I UG And I PG Students in association with Govt. Nursing School Ernakulam
5. Decided to conduct a class on Novel corona virus for students and Kudumbasree members in association with Govt. Nursing School Ernakulam

### ***IQAC meeting held on 2/04/2020 at 4 PM***

#### Agenda :

1. MEDHA webinar series
2. Any other matters

## Members Present

1. Dr. Deepa C S Sd/
2. Dr. Lajna P Vijayan Sd/
3. Dr. Nisha A Sd/
4. Mr. Asish Martin Tom Sd/
5. Sri Anilkumar G Sd/
6. Dr. Vijay Kumar M Sd/
7. Smt. Saritha K M Sd/
8. Dr. R Anitha Sd/

The meeting was held in G meet According to discussion and evaluation following decisions were taken

### Decisions:

1. Decided to conduct MEDHA webinar series in association with various departments



***IQAC meeting held on 26/05/2020 at 3PM***

**Agenda :**

1. Constitution of criterion wise committees
2. Evaluation of action plan 2019-20
3. Reconstitution of administrative committees
4. Any other matters

**Members Present**

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|-------------------------|-----|
| 1. Dr. Deepa C S        | Sd/ |
| 2. Dr. Lajna P Vijayan  | Sd/ |
| 3. Dr. Nisha A          | Sd/ |
| 4. Mr. Asish Martin Tom | Sd/ |
| 5. Sri Anilkumar G      | Sd/ |
| 6. Dr. Vijay Kumar M    | Sd/ |
| 7. Smt. Saritha K M     | Sd/ |
| 8. Dr. R Anitha         | Sd/ |

The meeting was held in G meet According to discussion and evaluation following decisions were taken

**Decisions:**

1. Decided to reconstitute different administrative committees in general staff meeting
2. It was decided to constitute new criterion wise committees
3. Decided to conduct separate staff meeting to discuss the matters related to IQAC and NAAC visit during September 2022
4. Decided to entrust the duties of UGC-Skill development courses to Smt. Aparna Mohan Asst Prof, Dept of Chemistry



*Dr. R. Anitha*  
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